

Bill Hanney

From: Bill Hanney
Sent: Thursday, May 15, 2014 10:42 AM
To: Amy Little
Subject: NewsFlash



Employer Website for the Retirement Coordinators

(Security)

Included with this NewsFlash are the [directions](#) for the [RC Appointment Request](#) form which was sent to your agency's Administrator or designee that you named on the Security form. The Appointment Request form must be returned from your Administrator's or designee's email address by clicking on the "Email to SRS" button on the Request form. This approval will allow the RC to have access to our Employer website.

Employer Website Training

We will conduct training for the Employer website. Retirement Coordinator training will be held the week of May 20 and Payroll Coordinator training will be held the week of May 27. Attached in this NewsFlash is the [date/time](#) you were selected to attend the Employer website training. If you can't attend on that day, contact Amy at 217-785-6979 to possibly reschedule.

Important Notice

If you have not done so, please complete the Online Security Form we sent you in the last two NewsFlash to allow you access to our Employer website. Retirement Coordinators will

also be required to obtain an Illinois Public ID to gain admission to this website. You can obtain this ID by clicking on this [link](#).

If you have questions, contact Amy (217-785-6979) or Dave (217-785-6975).